
3200 Nutrition Programs

3201 Overview

The Aging and Adult Administration, through its contracts with the Area Agencies on Aging, shall provide nutrition services to older adults and eligible persons with disabilities. For older adults, adequate nutrition may be especially important because of their increased vulnerability to chronic disease and conditions which may impair their ability to function, their access to adequate food and nutrition, and their ability to live at home in the community. The old-old, minority individuals, low-income individuals, individuals who live alone, individuals with a disabling condition particularly those that interfere with their ability to shop and cook for themselves, and individuals with multiple chronic diseases may be at highest risk for poor nutrition and the resultant health consequences. Adequate nutrition is integral to healthy aging and the prevention or delay of chronic disease and disease-related disabilities. Congregate nutrition services improve a participant's physical and mental health and prevent more costly interventions. Home-delivered nutrition services enable older adults to avoid or delay costly institutionalization and allow him/her to stay in their home and community.

This chapter provides an outline of the Aging and Adult Administration operational principles and procedures for Nutrition Programs and reporting requirements. **This policy chapter is subject to change as additional information and/or regulations are received from the U.S. Department of Health and Human Services, Administration on Aging.**

Reference: Older Americans Act, P.L. 106-501, Sections 306, 312, 313, and 339; CFR 132.69(b); and 42 U.S.C. 3030g-21; 45 C. F.R. 1321.67 Arizona Department of Economic Security, Aging & Adult Administration Nutrition and Food Service Management Manual, 1999; 2000; Nutrition Services Incentive Program (formerly NPE).

3202 Operational Principles

3202.1 The Nutrition Service System shall provide older Arizonans access to nutrition services, nutrition education, and nutritionally sound meals.

3202.2 The objectives of the nutrition programs are to provide the opportunity for older adults to live years in dignity by:

- A) Providing healthy, appealing meals;
- B) Preserve their health and promoting health and prevention disease;
- C) Reducing malnutrition risk and improve nutritional status;
- D) Reducing social isolation and increase social interaction;
- E) Linking older adults with other community-based services such as physical activity programs, community health, or case management services;
- F) Providing an opportunity for meaningful community involvement such as through volunteering.

3203 Operational Procedures for Nutrition Program Eligibility

- 3203.1 The following individuals are eligible to receive a meal at a congregate nutrition site:
- A) An individual age 60 or older.
 - B) The spouse of an individual age 60 or older. The spouse may be of any age.
 - C) An individual under age 60 with a disability who resides in a housing facility occupied primarily by older individuals at which congregate nutrition services are provided.
 - D) An individual under age 60 with a disability who resides at home with and accompanies an older individual who participates in the program.
 - E) A volunteer under age 60 who provide services during the meal hour(s).
 - F) An individual under age 60 with a disability not meeting the category described in 3203.1.C or D. Funds other than Older Americans Act must be expended for persons in this category.

3203.2 The following individuals are eligible to receive home-delivered meals:

- A) An individual 60 years of age or older who has functional limitations, as described in 3113.2.D of the Aging and Adult Administration Policy and Procedures Manual Chapter 3100-NMHCBS, which restricts their ability to obtain and prepare appropriate meals within their home and has no other meal preparation assistance.
- B) The spouse of an individual defined in 3203.2.A, regardless of age or condition where receipt of the meal is in the best interest of the eligible home delivered meal participant.
- C) An individual under age 60 with a disability who resides with a person defined in 3203.2.A where receipt of the meal is in the best interest of the eligible home delivered meal participant.
- D) An individual under age 60 with a disability, who has functional limitations, as described in 3113.2.D of the Aging and Adult Administration Policy and Procedures Manual Chapter 3100-NMHCBS, which restricts their ability to obtain and prepare appropriate meals within their home and has no other meal preparation assistance. Funds other than Older Americans Act must be expended for persons in this category.

3204 Operational Procedures for Files

- 3204.1 The following documentation must be maintained in a central file to support the eligibility of nutrition program participants:
- A) A sign-in sheet listing congregate meal participants.
 - B) A route sheet that identifies the date of delivery that is signed by each home delivered meal participant. If the participant is unable to sign for the delivery of the meal, the driver may sign for the participant. Documentation of the participant's inability to sign must be maintained in the participant's file.
- 3204.2 An assessment is required for a home-delivered meal participant that establishes that the participant meets the eligibility requirements described in 3203.2. Documentation should comply with the requirements detailed in the Aging and Adult Administration Case Management Policy Chapter 3120.

3204.3 Nutrition screening must be administered to all nutrition program participants.
(Exhibit A)

3205

Operational Procedures for the Administration of Nutrition Programs

3205.1 U.S. Dietary Guidelines shall be utilized when planning menus.

- A) Each meal must meet a minimum of 33 1/3% of the Recommended Dietary Allowance, if the project provides one meal per day. Each meal must contain at least 600 calories but not more than 1,000 calories.
- B) Menus shall be prepared as written. All substitutions must be documented on the menu for site review. Menus must be planned as hot meals. A cold meal may be planned occasionally to add variety to the menu. Menus must be submitted on a standardized menu form and approved by a Registered Dietitian, Nutritionist, Registered Dietetic Technician, or a Certified Dietary Manager prior to posting. The Registered Dietitian, Nutritionist, Registered Dietetic Technician, or Certified Dietary Manager will verify the requirements specified in 3205.1.A by computerized nutritional analysis of at least one meal per week of the menu cycle and adherence to menu requirements in the 1999 Aging and Adult Administration Nutrition and Food Services Management Manual.
- C) When appropriate for the preservation of the nutritional quality of the meal and efficiency of food delivery, meals may be prepared then chilled and/or frozen for distribution. Frozen meals may be served for the weekend for participants authorized to receive weekend meals. Documentation of the participant's ability to store and reheat the meal to appropriate temperatures must be maintained in the participant's file.
- D) With written approval, meals may be prepared and served for persons needing diabetic, renal or restricted sodium diets **when feasible and appropriate** and cost effective, to meet particular dietary needs. Written approval is a diet order from the participant's physician. Special diet menus must be approved by a Registered Dietitian or Nutritionist.
- E) Menus must be retained by the provider and at the Area Agency on Aging for audit at least one year after the meals have been served.

3205.2 Area Agencies on Aging must ensure that Nutrition Services providers comply with the following:

- A) All state and local health laws and ordinances regarding the preparation, handling and serving of food. All food contributions must be from an approved source and documented as such.
- B) Utilize proper equipment that can maintain safe temperatures of all menu items throughout the entire serving period.
- C) Have a written emergency feeding plan which can be implemented as soon as necessary.
- D) Must hold a minimum of two nutrition education sessions per quarter for congregate meal site participants. Printed nutrition education materials shall be provided two times per quarter to Home Delivered Meals participants.

- E) Must establish and maintain project/site participant councils and provide activities that encourage social interaction such as recreation and group activities.
- F) Provide any eligible individual, who receives a meal, the opportunity to contribute to the cost of the meal.
- G) Where applicable, provide nutrition counseling which is the provision of individualized advice and guidance by a registered dietitian to participants who are at nutritional risk because of their health or nutritional history, dietary intake, medication use or chronic illnesses.

3205.3Area Agencies on Aging may contract with Nutrition Service providers for catering services.

- A) Area Agencies on Aging that contract with Nutrition Service Providers and who engage catering services with other Nutrition Providers must decide whom to reimburse.
- B) Area Agencies on Aging must ensure that Nutrition Service providers meet Nutrition Service provider requirements.

3206 Operational Procedures for the Monitoring of Nutrition Programs

3206.1The Area Agency on Aging will monitor the centers/sites for compliance, including the requirements outlined in the Aging and Adult Administration Nutrition and Food Service Management Manual. Area Agencies on Aging must ensure that center/sites respond to monitoring reports and initiate any necessary corrective action within 30 days.

3206.2The Aging and Adult Administration will review the Area Agency on Aging monitoring reports during an annual assessment. The Area Agency on Aging will respond to the assessment report from the Administration and initiate corrective action within 30 days, as necessary.

3207 Operational Procedures for Nutrition Services Incentive Program

3207.1The Nutrition Services Incentive Program (NSIP) is the new name for the United States Department of Agriculture (USDA) Cash in Lieu of Commodities. The Aging and Adult Administration has elected to receive cash only for this program and not to receive commodities.

3207.2Age is primary factor in determining eligibility, however, other persons may participate as described in section 3203.

3207.3Each meal recipient may contribute to the cost of the meal.

3207.4NSIP cash may not be used to purchase USDA commodities.

3208 Operational Procedures for Nutrition Programs Reporting Requirements

3208.1 The Area Agency on Aging shall collect data and maintain records relating to Nutrition Programs as defined in the Aging and Adult Administration Policy Chapter 1600.

Exhibit 3000B Nutrition Screening Initiative DETERMINE Checklist